

# Authentication/Apostille Order Form

Website Address: [www.concord.sots.ct.gov](http://www.concord.sots.ct.gov)

Telephone Number: (860) 509-6002

## Mailing Address:

Connecticut Secretary of the State, Commercial Recording Division  
P.O. Box 150470, Hartford, CT 06115-0470

## Courier Delivery Address ONLY: (i.e. FedEx, UPS etc.)

Connecticut Secretary of the State,  
Commercial Recording Division  
30 Trinity Street, Hartford, CT 06106

### FINANCIAL UNIT USE ONLY

AMT. REC'D \$ CA CR

TRANS. ID

BATCH DATE

**USE INK. COMPLETE ALL SECTIONS. PRINT OR TYPE.** (Attach 8 1/2 x 11 sheet if necessary)

## INSTRUCTIONS

- **Complete "Order Information"** below and return this form, payment, and the original documents to be authenticated to the address listed above.
- **Photocopied, stamped, or other facsimile signatures cannot be authenticated.** Documents to be authenticated must contain an original signature of a Connecticut public official whose term of office is on record with the secretary of the state. See reverse side for list of such officials and more information.
- Make checks payable to "Secretary of the State." or payment maybe made using **Mastercard/Visa Only**. Please provide your credit card information on line No.12 as required. Do not send cash.

## FEES

For Adoption documents--\$5.00 per certificate prepared

For all other documents--\$20.00 per certificate prepared. For **Expedited Service (24-hr response) fee** is \$25.00 per document and is in ADDITION to the authentication/apostille fee. **Note:** Expedited Service is **NOT a while-you-wait service**. Please see reverse side for more information.

## ORDER INFORMATION – PLEASE TYPE OR PRINT LEGIBLY. ILLEGIBLE INFORMATION MAY RESULT IN MISDIRECTED MAIL.

1. Date \_\_\_\_\_
2. Your Name \_\_\_\_\_
3. Your **Company** or **Firm** (\*if applicable) \_\_\_\_\_  
**The complete name and address of the company must be provided for each order**
4. Street Address \_\_\_\_\_
5. City / State / Zip code \_\_\_\_\_
6. Daytime Telephone Number \_\_\_\_\_
7. **Country** in which your document(s) will be used \_\_\_\_\_  
**If this information is not provided your order may be delayed or returned.**
8. Check if documents are for Adoption ☐ Adoption
9. Number of authentication/apostille certificates requested \_\_\_\_\_
10. Check if you want **Expedited Service** and enclose all applicable fees ☐
11. Payment Enclosed \_\_\_\_\_  
(Number of Certificates) x (Applicable Fees) = Total
12. (Circle type) Mastercard / Visa No: \_\_\_\_\_ Expiration Date \_\_\_\_\_
13. How do you want your order to be returned to you? (check one) (If nothing is marked it will be mailed)  
☐ Hold my order for pickup ☐ First Class U.S. Mail <sup>2</sup> ☐ PREPAID courier service <sup>1</sup>  
(completed, prepaid airbill attached)

<sup>1</sup>--**Note: Airbills are the responsibility of the provider.** Our office will not complete and/or keep records of provided airbills.

<sup>2</sup>--For First Class Mail Orders, a self-addressed, stamped envelope is not required but will save you about a day in the mail if you choose to enclose one.

## What Signatures can be Authenticated?

Documents recently signed by any of the following public officials of the State of Connecticut can usually be authenticated without difficulty:

Connecticut notaries public; town clerks and their duly appointed assistants and deputies; local registrars of vital statistics and their duly appointed assistants and deputies; justices of the peace; judges of probate (not clerks); commissioners of deeds for the State of Connecticut; clerks, deputy clerks, and assistant clerks of the Superior Court; the Connecticut Commissioner and Deputy Commissioner of Public Health and Addiction Services; the Connecticut Registrar and Assistant Registrar of Vital Records; judges of the Superior Court.

## Original Signature Requirement

Authentication and apostille certificates cannot be prepared for documents issued with photocopied, stamped, or other facsimile signatures. If the document you have has a photocopied, stamped, or facsimile signature, you must have it re-signed (countersigned) by the public official with his/her original signature. (The **only** exception to this rule is for certified copies with a **raised seal** issued by the proper authority of a Connecticut town or the Connecticut Department of Public Health.)

## Authentication Certificate

A certificate that, when attached to a document, certifies that a Connecticut notary, or other Connecticut public official whose original signature appears on the document is, in fact, a notary or the official specified. Authentication certificates are also sometimes called flaps, flags, legalization certificates, or exemplification certificates.

## Apostille

A special form of authentication certificate prepared under the terms of an international treaty known as "The Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents." The Hague Convention apostille simplifies the authentication process by exempting documents certified with the apostille at the state level from any additional certification by a higher authority, such as at the national or consular level. An apostille certifies the authenticity of the signature certified, and the capacity in which the signing official has acted. If the country to which you are sending your document has signed the Hague Convention, it will accept the apostille certificate.

## Expedited Service

**Expedited Service is not walk-in, while-you-wait, or same day service.** Expedited Service provides for 24-hour response to your order, excluding weekends and holidays. Non-expedited orders are usually responded to in 2 to 3 days, or sooner, as the workload permits.

- The fee for Expedited Service is \$25.00 per transaction, *in addition* to the regular authentication fee. Each authentication certificate prepared is considered a separate transaction.
- Orders for Expedited Service submitted by mail must be clearly marked with the words "Expedited Service" on the outside of the envelope.
- For more information about Expedited Service, please see the *Regulations of Connecticut State Agencies*, sections 3-99a-1 to 3-99a-11.
- Rejected documents will result in the forfeiture of expedited fee.

## U.S. State Department

Countries that *do not* accept the apostille usually require that your documents be additionally authenticated by the U.S. State Department, *after* they have been authenticated by the Connecticut Secretary of the State. The authentication prepared by the U.S. State Department verifies the authenticity of the certificate attached by the Connecticut Secretary of the State.

Some countries that do not accept the apostille will allow you to bypass the U.S. State Department and will attach additional authentication directly at their consular offices. You must contact the consulate of the country to which you are sending your documents in order to determine what authentication procedures you must follow. Many foreign governments have consulates located in New York City that serve residents of Connecticut.

Address questions regarding procedures and fees for obtaining U.S. State Department authentications to:

**Authentication Office  
U.S. Department of State  
518 23rd Street NW SA-1  
Washington DC 20520  
(202) 647-5002 7:30 AM – 11:00 AM**

**Countries that accept the apostille do not require that your documents be sent to the U.S. State Department for additional authentication.**